

# Volunteer agreement

This volunteer agreement grants permission to \_\_\_\_\_ (name of volunteer)

to volunteer at \_\_\_\_\_ (name of centre/preschool/school).

## Site responsibilities

We agree to:

- welcome you and value your work
- make sure you meet all of the department's volunteer policy and procedure needs, including that you:
  - know about Department for Education screening and suitability requirements
  - are aware of work health and safety
  - are supervised
- give you an induction
- appoint a contact person to help you
- give you a clearly written role description
- provide you with support and regular feedback about your work performance
- offer training as needed, including Responding to Abuse and Neglect – Education and Care session for volunteers
- keep accurate and confidential records of your work and personal details
- provide you with a safe working environment.

Site leader/s name \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_ (day/month/year)

## Volunteer responsibilities

I agree to:

- only do the work in my volunteer role description
- do my volunteer role to the best of my ability
- do any required induction or training
- work under staff supervision
- always think about the safety and wellbeing of children and young people, by:
  - following the Responding to Abuse and Neglect – Education and Care requirements
  - immediately reporting to a site leader any concerns I have about a child or young person
  - reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report Line
- tell the site as soon as possible if I cannot make it in or need to stop helping out
- follow all Department for Education and SA Government policies and procedures relevant to my role
- comply with the guideline of the commissioner for public sector employment – volunteers
- report any workplace health and safety concerns
- follow legislation and reasonable, lawful directions that relate to my role
- advise the site leader as soon as possible if any information I give is no longer accurate – especially on my working with children check screening application and volunteer application form
- stand by and comply with the expected behaviours for volunteers (listed on the next page)

I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn.

Volunteer's signature \_\_\_\_\_ date \_\_\_\_\_ (day/month/year)

This agreement can be cancelled by either the site leader or the volunteer at any time.



# Expected behaviour for volunteers

When you sign this agreement, you are saying that you will behave as we expect and will stand by our values. These values and expectations are part of the principles of conduct for South Australian Public Sector Volunteers (attachment B) of the [guideline of the commissioner for public sector employment – volunteers](#) and the [Department for Education Wellbeing for Learning and Life framework](#).

## Values

- Service – proudly serve the community and government of South Australia.
- Professionalism – strive for excellence.
- Trust – have confidence in the ability of others.
- Respect – value every individual.
- Collaboration and engagement – create solutions together.
- Honesty and integrity – act truthfully, consistently, and fairly.
- Courage and tenacity – never give up.
- Sustainability – work to get the best results for current and future generations of South Australians.

## What we expect from you

- When you volunteer with children and young people:
  - make sure the time spent together is positive
  - treat them with dignity, equality and respect
  - give them a chance to speak about the things that affect their care or learning
  - listen to them
  - be aware that their needs and vulnerabilities are specific and can be different because of things like age, language barriers, developmental capabilities, disability, mental health, trauma or abuse
  - make sure they are in a space that is safe and free from obvious hazards.
- Be polite. Respect all people.
- Don't share personal information or talk unnecessarily about children or young people, staff or children's parents or carers. Don't gossip. Think before you talk about other people.
- Avoid making any special relationships with children or young people:
  - make sure there's no favouritism, like gifts or special treatment
  - don't make relationships outside your volunteer role, including personal online social networking, like Facebook and Snapchat, etc.
- Understand that our staff have a broader duty of care for children and young people that can't be delegated or transferred to you.
- Respect the site leader's role as the spokesperson for the school, preschool, or children's centre.
- Be careful about public discussions. Only share official information when authorised by the site leader or required by law.
- Ask for help when needed. Listen to and follow instructions from the site leader.
- Declare any conflicts of interest. Make sure a personal interest doesn't improperly affect your work.
- Don't accept gifts that might influence how you do your work.
- Report unethical workplace behaviour that violates any law, is a danger to children, young people or the environment, or represents corrupt conduct or maladministration.
- Use government and public resources responsibly and appropriately, including equipment and technology.